

USAR and ARNG Transition Briefing Fact Sheet

Reemployment Rights

Uniformed Services Employment and Reemployment Rights Act (USERRA)

If you held a job prior to being called to active duty, it is important you understand your reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). For more information about your rights and responsibilities, download a non-technical guide to USERRA at <http://www.dol.gov/vets/#userra>

Employment Assistance

ACAP Centers located at most major Army installations throughout the United States provide a variety of employment assistance services. A complete listing of these centers is available on the Internet through the ACAP On-Line web site at <http://www.acap.army.mil>.

When can I use ACAP services?

- While you're on active duty, you may use the services of this installation's ACAP Center.
- Beginning at your date of discharge, you may use the services of any ACAP Center in your area for 180 days. You may also use the services of Transition Offices located on other military installations.

What services does the ACAP Center provide?

- Job assistance workshops
- Self-paced learning using automated systems
- Counseling/job search support
- Resume writer software
- Access to job openings through ACAP's automated Job Listings
- Internet: ACAP On-Line web site, Transition Bulletin Board (TBB), DoD Job Search and America's Job Bank (AJB)

VMET

You can request a Verification of Military Experience and Training (VMET) document, DD Form 2586, from your ACAP Center or any Service's transition center. You can use your VMET to create effective resumes and cover letters. Your VMET document, when

combined with other documentation, can be useful in helping you create effective resumes and cover letters because it shows a complete picture of your training, experience and accomplishments.

DoD Job Search

A job search web site that gives soldiers access to job listings and more has been developed by DoD and DOL and can be found at <http://dod.jobsearch.org/>. By registering with the DoD Job Search web site, you can post your resume online. You must be sure to complete your resume in one sitting, though. DoD Job Search will not save partial resumes.

Transition Bulletin Board (TBB)

TBB is an online listing of jobs and transition support services. TBB is available at your ACAP Center or through the ACAP On-Line and Operation Transition web sites. TBB can be accessed on the Internet at <http://www.dmdc.osd.mil/ot/>.

Teacher and Teacher's Aide Opportunities

Information about Teacher and Teacher's Aide programs is available on ACAP On-Line at Links, Troops to Teachers (<http://www.proudtoserveagain.com>) or DANTES (<http://www.dantes.doded.mil>). You may also contact the Department of Education in your state for credentialing information.

Federal Employment Opportunities

Information about federal employment is available at your ACAP Center and through the ACAP On-Line web site. ACAP counselors can also assist you with the application process.

State Employment Agencies, America's Job Bank (AJB)

Information about state employment agencies and the America's Job Bank is available through the ACAP On-Line web site. The location and telephone number of your nearest state employment office are also listed in your telephone book. Be sure to ask if there is a Local Veteran Employment Representative (LVER) who can provide employment assistance. Remember to take a copy of your DD Form 214 (Certificate of Release or Discharge from Active Duty) with you for your first appointment.

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Education/Training

Contact your state's Department of Veterans Affairs at 1-800-827-1000 or visit the VA online at <http://www.va.gov> for information about federal education programs and your eligibility.

Your state employment office can provide you with information about state-sponsored education and training programs that provide training and other assistance in finding a job. The location and telephone number of your nearest state employment office are listed in your telephone book. Be sure to take a copy of your DD Form 214 with you for your first appointment.

Health and Life Insurance

You may apply for temporary, transitional medical coverage under the continued Health Care Benefit Program for up to 18 months after separation. For information call CHCBP at 1-800-444-5445.

You will retain your Servicemen's Group Life Insurance (SGLI) for 120 days following your separation from the Army.

Finances

You may be eligible to receive unemployment compensation. Only the state employment office where you apply for unemployment compensation will be able to verify your eligibility and determine your benefits. You must be separated under honorable conditions, and benefits will vary from state to state. The location and telephone number of your nearest state employment office are listed in your telephone book.

You will need to bring:

- DD Form 214
- Social Security card
- Work history (military and civilian)

Department of Veterans Affairs (VA)

If you believe that a future illness or disability is a direct result of your time in the service, you may apply to the Department of Veterans Affairs (VA) for evaluation. Your local VA Benefits Counselor can assist you with the application process. To contact the VA, call your VA regional office at 1-800-827-1000.

DD Form 214

Your DD Form 214 is an important document that you'll need if you choose to apply for unemployment compensation; for participation in VA, federal, or state programs; or for future enlistment.

- Keep your original 214 in a safe, fireproof place.
- When asked for your 214, provide a copy. Never give the original to anyone.
- Due to an increase in identity theft, the Army now recommends that you find out from your local courthouse, before you register your document, if state or local laws permit public access to recorded documents. If public access is available, you should take steps to protect your DD Form 214 as you would any other sensitive document by storing it in a safe deposit box or other secure location.

ACAP On-Line

The Army Career and Alumni Program (ACAP) uses the ACAP On-Line web site to access transition and employment assistance information and job opportunities on the Internet. ACAP On-Line can be accessed through the Internet at <http://www.acap.army.mil>.

The ACAP Home Page provides:

- ACAP Center site information and events
- Information about job fairs
- Links to state and federal job search sites, military related resources (TBB, DoD Job Search), and skill specific sites
- ACAP Job Listings
- Email communication with ACAP
- Veteran's information

ACAP Demobilization Resource Center

The Army's center for assistance to demobilized USAR and ARNG soldiers can be reached at:

Email: acap4rc@hoffman.army.mil

Phone: 1-877-722-2270